

United States District Court

District of Connecticut



*Attorney User's Manual
for
ECF*

(Electronic Case Filing)

Updated July 16, 2004

*Honorable Robert N. Chatigny
Chief, United States District Judge*

*Kevin F. Rowe
Clerk*

1. Registering for Access

If your use of the CM/ECF system will be limited to querying specific cases, your PACER login and password should be used for this access.

If you intend to use the CM/ECF system to file documents over the internet, you must register for a court issued login and password, which is used in conjunction with your PACER login and password. To obtain this access, log onto the court's CM/ECF website (www.ctd.uscourts.gov) and download a registration form or contact the Clerk's Office help desks (Hartford: (860) 240-3200; Bridgeport: (203) 579-5861; New Haven: (203) 773-2140) to obtain a form. Send completed registration form to:

Clerk, United States District Court
141 Church Street
New Haven, CT 06510

Attention: CM/ECF Registration

Once your registration form is processed, you will be issued a login and password which will allow access to our training database. The **training database** is used to familiarize yourself with ECF's capabilities. After monitored practicing, you will be provided with a login and password for use in the **live database**. You will continue to have access to the training system for ongoing training and practice.

Use your PACER login/password to view and print docket sheets or other information.

Use your CM/ECF login/password to file documents in a case, using the internet.

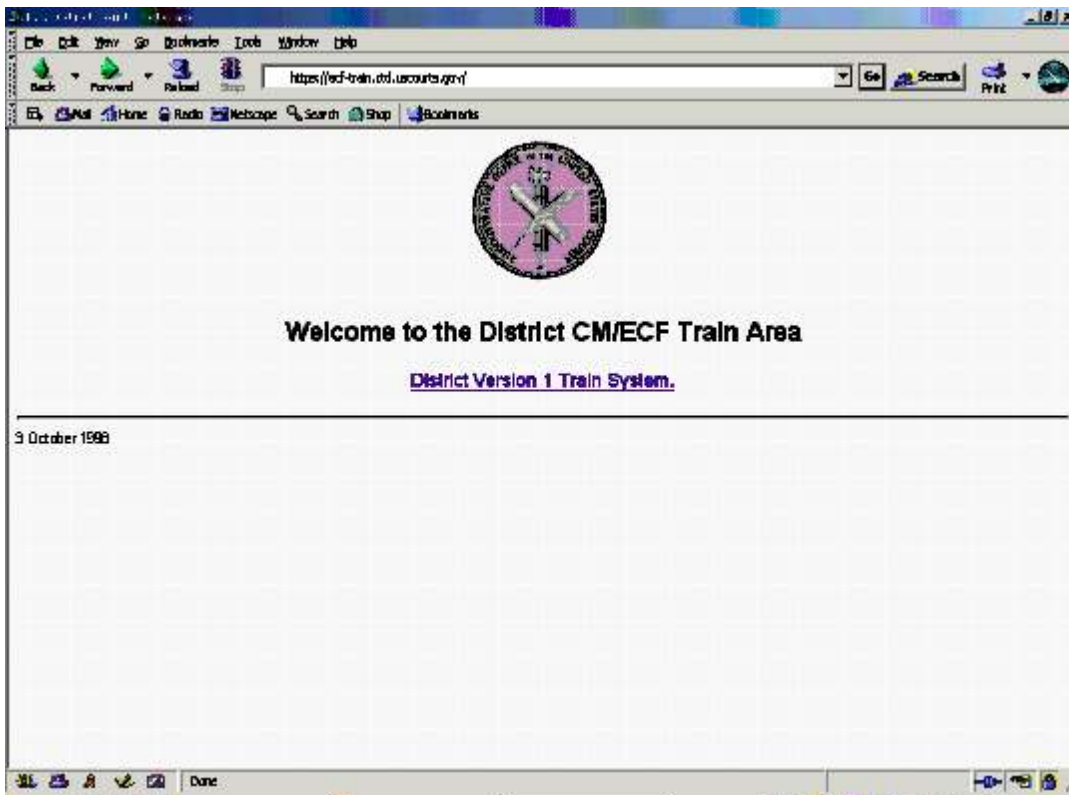
By submitting a registration form, users agree to abide by the following:

- a. The system is to be used only in those cases designated by the United States District Court for the District of Connecticut for electronic filing. It may be used to file and view electronic documents and docket sheets.

- b. Documents are to be submitted electronically, only in Portable Document Format (PDF).
- c. The combination of the user login and password, issued by the Court, will serve as the signature for the attorney filing the document. Attorneys are responsible for the safekeeping and security of their passwords and are required to immediately notify the Court if they suspect or learn that their password has been compromised.

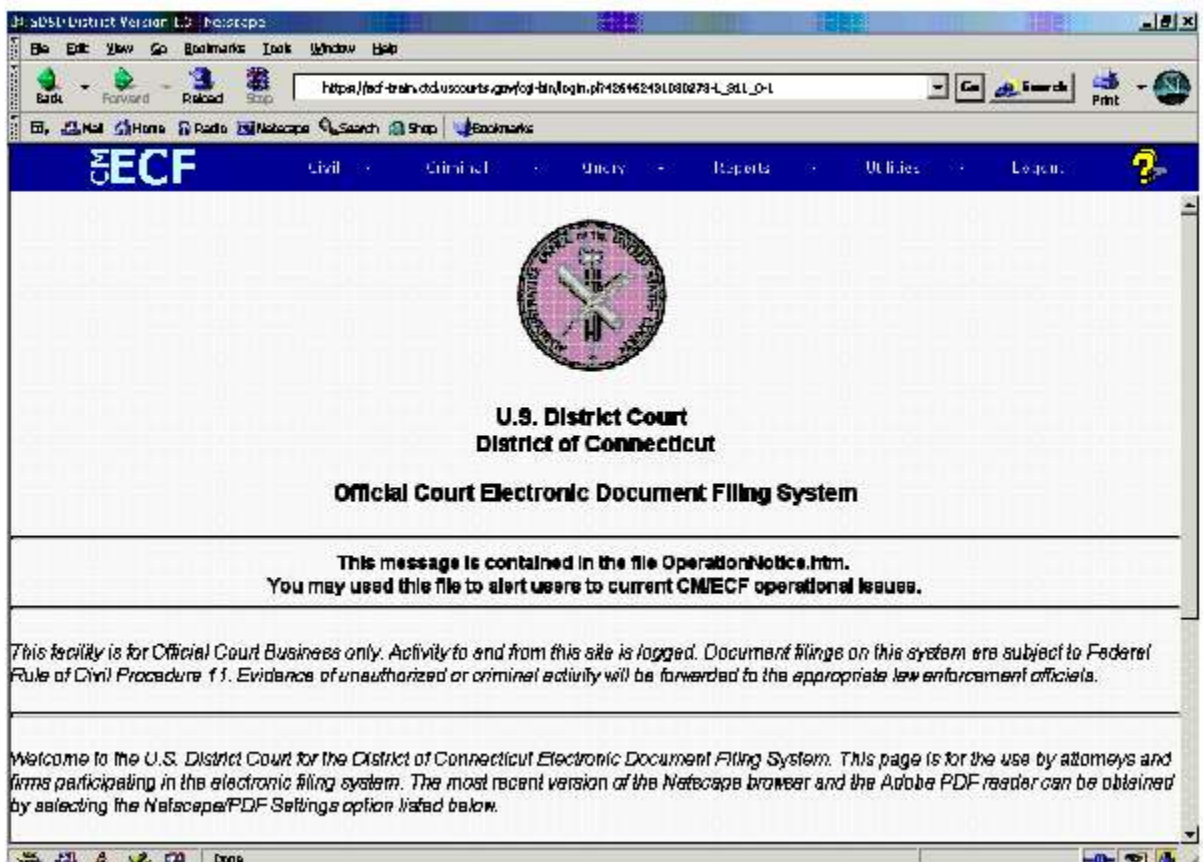
2. ***Accessing the District of Connecticut Official Court Electronic Case Filing System***

- a. Reach us via the **Internet** at <https://ecf-train.ctd.uscourts.gov>
- b. Click on link [District Version 1 Train System](#)



- c. Enter your assigned **Login/User Name** and your **Password** to access the CM/ECF database. This will deliver you to the **Court Page**. You will then have six options: **Civil, Criminal, Query, Reports, Utilities, and Logout**. There is also a HELP feature built into the system, accessible by clicking on the yellow question mark.

[If you receive an error message, click on the “Back” button and re-enter your login and password. A Security Information box may appear advising you that you are already logged in. If this occurs, click on *continue* to proceed to logging in.]



3. *Navigation*

The **Blue** menu toolbar to the right of the CMECF logo allows navigation within CM/ECF, using drop-down menus. The standard browser navigation toolbar allows user to go back or forward screens or to print.

When exiting from CM/ECF **ALWAYS** click the **Logout** button first, before closing your browser.

4. *Civil Events*

To file a civil document electronically, click on **Civil Events** option on the blue menu bar. You will then be asked to file a document from one of the following primary categories: (1) Initial Pleadings and Service; (2) Motions and Related Filings or (3) Other Filings.



Each primary category contains subcategories of events, all of which are accessible through a series of drop-down menus. Viewing the primary categories, select the subcategory option that applies to your filing. After selecting an option, you will be promoted for a more specific selection. For example: Select “*Motions*” from the “*Motions and Related Filings*” category.

- a. Identify the main document you are filing (e.g., a Motion to Compel) by selecting one of the options listed in the drop-down menus. You must use the titles provided.
- b. If you are unable to select a document type from the available list of documents, you are encouraged to contact one of the help desks for assistance.

ECF Civil • Criminal • Qu

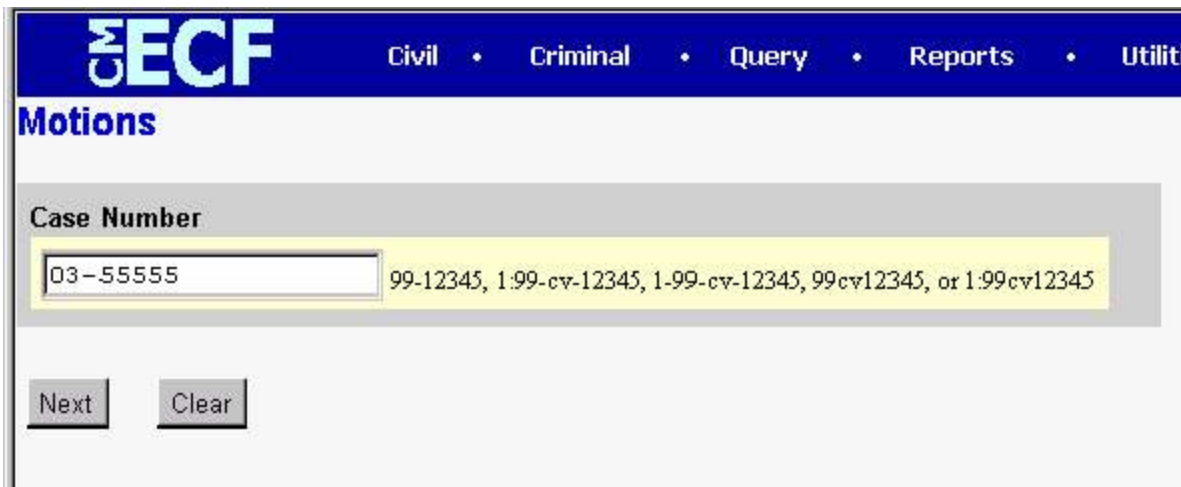
Motions

- Bond
- Certificate of Appealability
- Certify Class
- Change Venue
- Clarification
- Compel**
- Conference
- Consolidate Cases

Next Clear

You will then be prompted to do the following:

- c. Enter a case number entered as YY-NNNN or in one of the illustrated formats.



The screenshot shows the ECF Motions interface. At the top is a blue header with the ECF logo and navigation links: Civil, Criminal, Query, Reports, and Utilities. Below the header, the word "Motions" is displayed in blue. The main section is titled "Case Number" and contains a text input field with the value "03-55555". To the right of the input field, a yellow box lists acceptable case number formats: "99-12345, 1-99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". At the bottom of the form are two buttons: "Next" and "Clear".

- d. Identify the party for whom you are filing the document (if necessary, you may add parties at this point using the court's approved party indexing instructions; if you are not associated with the party as counsel, you will be prompted to create an association - at this point, be sure you have selected the correct party!)

ECF Civil • Criminal • Query

Motions

[3:03-cv-55555-GLG Sotis v. US Postal Service](#)

Select the filer.

Select the Party:

Sotis, Patricia [Plaintiff]
US Postal Service, [Defendant]

[Add/Create New Party](#)

- e. Click on "Next" to get to the next screen where you will be able to upload a document for filing.
- f. To select a document you have created, saved and published to PDF on your local computer click on the "**Browse**" button, then navigate to the drive where you stored your document. Important notes:
 - i. Only PDF documents may be e-filed

- ii. If you fail to designate a PDF document for filing, you will be unable to continue with your filing

ECF Civil • Criminal • Query

Motions

3:03-cv-55555-GLG Sotis v. US Postal Service

Select the **pdf** document (for example: C:\199cv501-21.pdf).

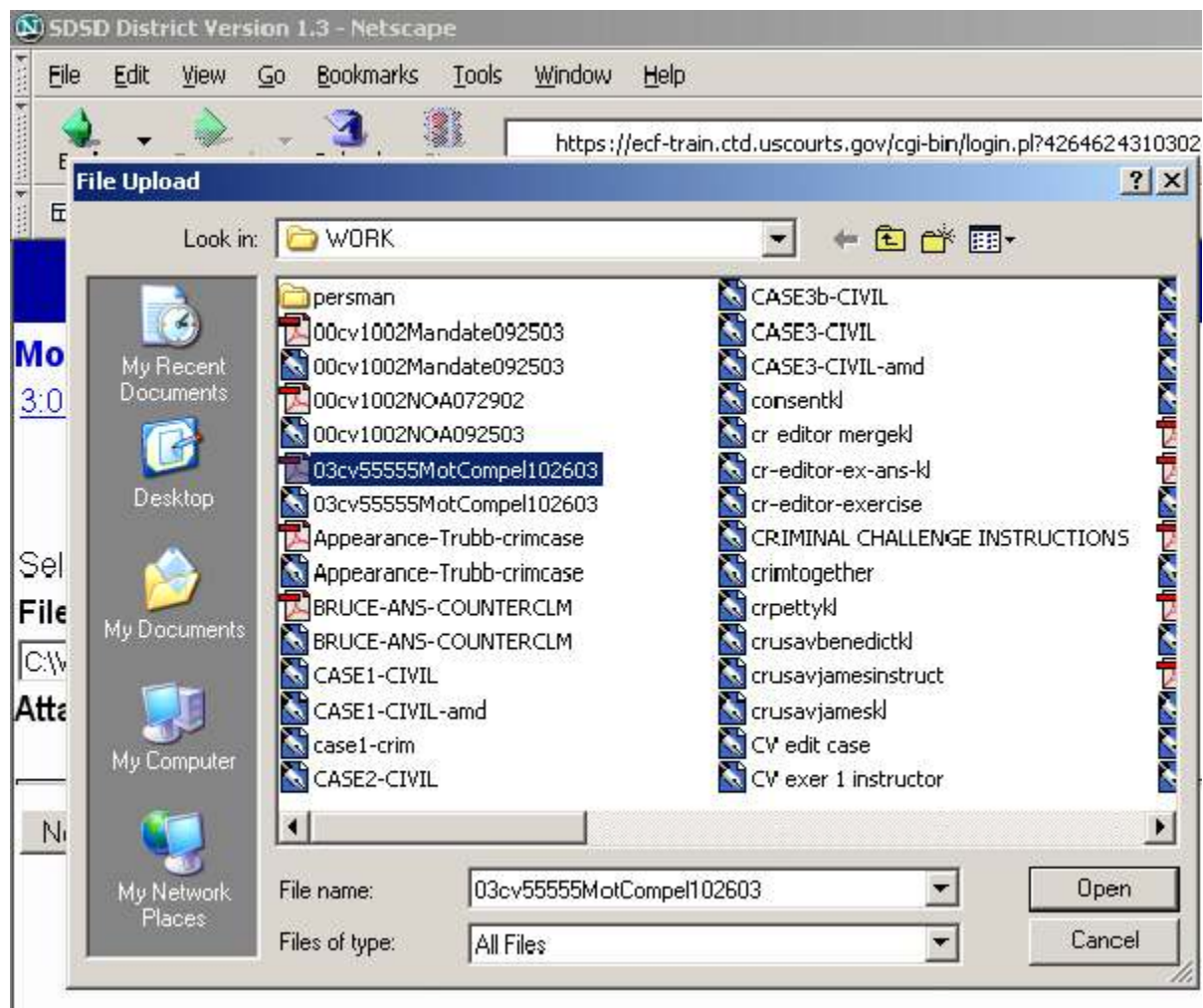
Filename

Browse...

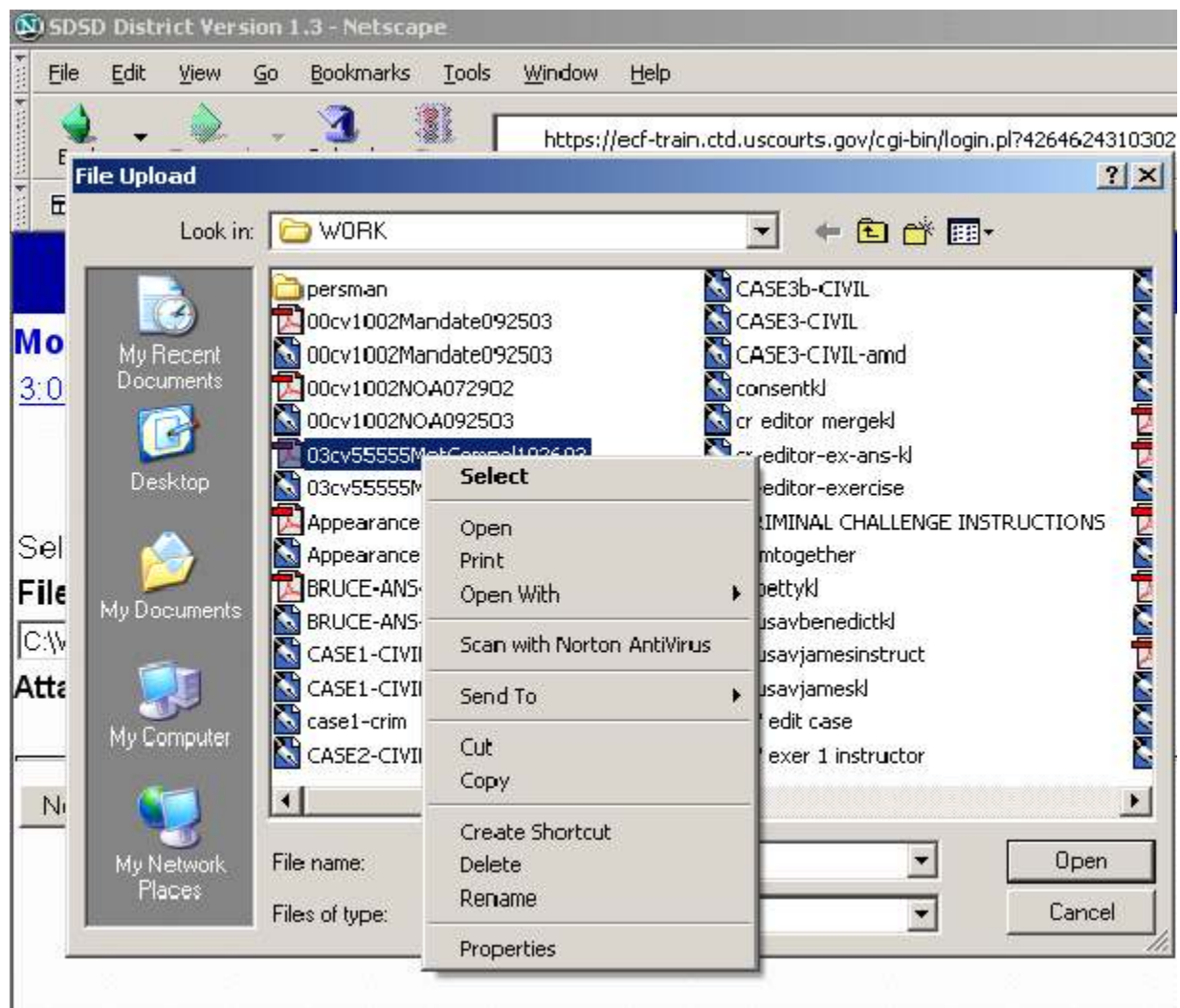
Attachments to Document: ☒ No ☐ Yes

Next **Clear**

Once you click on "Browse" and navigate to the location of your document, highlight the document you have created and saved in PDF format.



Before uploading it to the system, open the document to be sure it is readable and is the correct document for this particular filing. Do this by right clicking on the highlighted document, which will provide a drop-down screen. Click on “Open” to view the document.



NOTE: DO NOT SKIP THIS STEP!! The court has received documents, inadvertently, that were not what counsel intended to send. A few seconds of safety will save embarrassment later.

If this is the correct document, close the window by clicking on the "x" in the reader window and click on the "Open" button in the bottom right corner. This "Open" button translates to "Upload" the document to the system.

- g. Identify if you have attachments to accompany your main document (e.g., a memorandum in support, an affidavit, exhibits, etc.) by clicking the "Yes" radio button next to "Attachments to Document."

The screenshot displays the CM/ECF web interface. At the top, a blue header contains the 'ECF' logo and navigation links for 'Civil', 'Criminal', and 'Query'. Below the header, the page title is 'Motions'. A specific case is identified as '3:03-cv-55555-GLG Sotis v. US Postal Service'. The main instruction reads: 'Select the **pdf** document (for example: C:\199cv501-21.pdf)'. Under the label 'Filename', a text input field contains the path 'C:\WP\CM-ECF\outreach\ATTYTraining\'. To the right of this field is a 'Browse...' button. Below the filename section, the label 'Attachments to Document:' is followed by two radio buttons: 'No' and 'Yes', with the 'Yes' button selected. At the bottom of the form, there are two buttons: 'Next' and 'Clear'.

- h. Link the attachments to your main document

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar, the main content area has a heading "Select one or more attachments." followed by three numbered instructions: 1) Enter the pdf document that contains attachment (For example: C:\appendix.pdf). 2) At your option, select a document type and/or enter a description. 3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Under instruction 1, there is a "Filename" label and a text input field with a "Browse..." button next to it.

Under instruction 2, there are two labels: "Type" and "Description". Below "Type" is a dropdown menu. Below "Description" is a text input field.

Under instruction 3, there is a list box containing the filename "C:\WP\CM-ECF\outreach\ATTYTraining\03cv55555MemSuppMotCompel.pdf". To the right of the list box are two buttons: "Add to List" and "Remove from List".

- i. Augment the entry by adding free text, if needed

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar, the main content area has a heading "Motions" and a link "3:03-cv-55555-GLG Sotis v. US Postal Service".

Below the link, there is a section titled "Docket Text: Modify as Appropriate." containing a form. The form has a dropdown menu with "Second" selected, followed by the text "MOTION to Compel", a text input field with "discovery", and the text "by Patricia Sotis . Responses due by 11/19/2003 (Attachments: # (1) Memorandum in Support) (Minor, Victoria)".

At the bottom of the form, there are two buttons: "Next" and "Clear".

- j. Accept the final entry approving it for submission

ECF Civil • Criminal • Query • Reports • Utilities •

Motions

[3:03-cv-55555-GLG Sotis v. US Postal Service](#)

Docket Text: Final Text

Second MOTION to Compel *discovery* by Patricia Sotis. Responses due by 11/19/2003 (Attachments: # (1) Memorandum in Support)(Minor, Victoria)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

k. At the end of this

process, you will receive a Notice of Electronic Filing (NEF). This notice is generated by the Court's server upon receipt of your Internet filing. SAVE THIS NOTICE as it is your proof of the date and time your filing was accepted by the System.

ECF Civil • Criminal • Query • Reports • Utilities • [Help](#)

Motions

[3:03-cv-55555-GLG Sotis v. US Postal Service](#)

U.S. District Court
District of Connecticut

Notice of Electronic Filing

The following transaction was received from Minor, Victoria entered on 10/29/2003 at 3:09 PM EST and filed on 10/29/2003

Case Name: Sotis v. US Postal Service
Case Number: [3:03-cv-55555](#)
Filer: Patricia Sotis
Document Number: [2](#)

<p>Docket Text: Second MOTION to Compel discovery by Patricia Sotis.Responses due by 11/19/2003 (Attachments: # (1) Memorandum in Support)(Minor, Victoria)</p> <p>The following document(s) are associated with this transaction:</p> <p>Document description: Main Document Original filename: n/a Electronic document Stamp: [STAMP docetStamp_ID=1034868047 [Date=10/29/2003] [FileNumber=261-0] [5f4b9c0ea56d9539c6a855d34acea0e5e0858a1324eb4e768f0a551bc844ecf3fe8b1d5d6e9d3c4d5d6644022e618f4470b8e991a7ca43e8bc20d911bf748e1d]]</p> <p>Document description: Memorandum in Support Original filename: n/a Electronic document Stamp: [STAMP docetStamp_ID=1034868047 [Date=10/29/2003] [FileNumber=261-1] [c5d150e9198c867bc1e0176491ce93cf6884732f1833c358cd8c5895c7247e0a0805538baab448090d9a2a86329d5b94ab3b3780330007b8375944d012fc64e8]]</p> <p>3:03-cv-55555 Notice will be electronically mailed to:</p> <p>Victoria Minor victoria_minor@ctd.uscourts.gov</p> <p>3:03-cv-55555 Notice will not be electronically mailed to:</p>

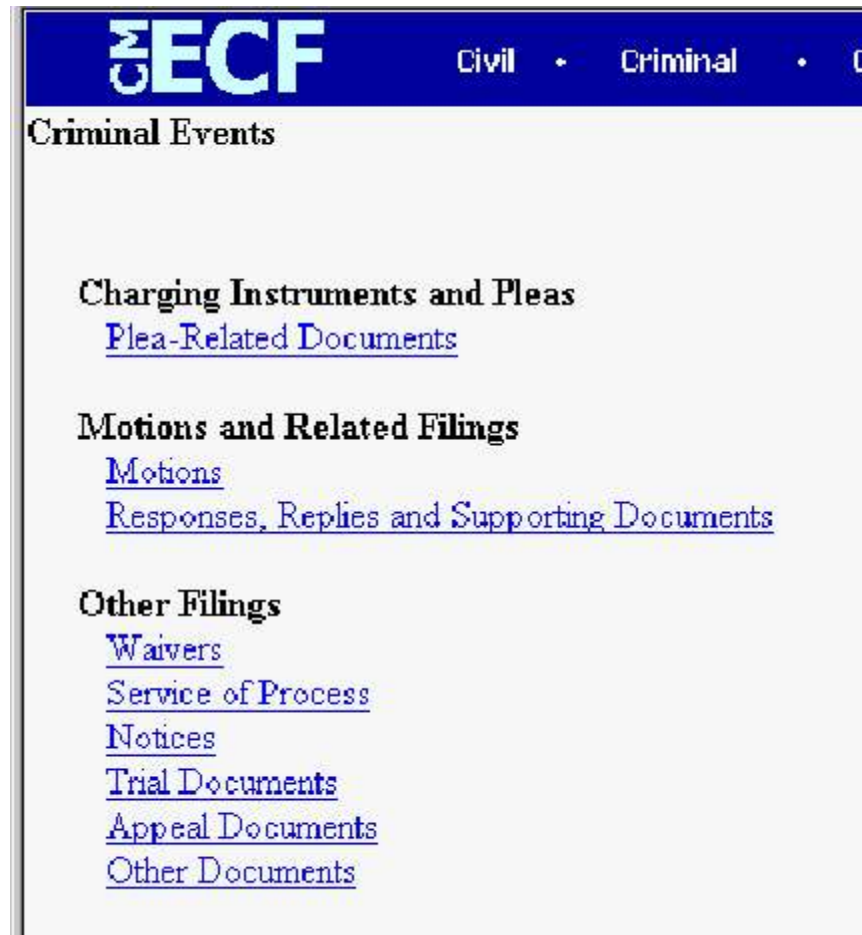
5. *Criminal Events*

To file a document electronically in a criminal case, follow the same process as in Section 4., Civil Events.

Special items of note:

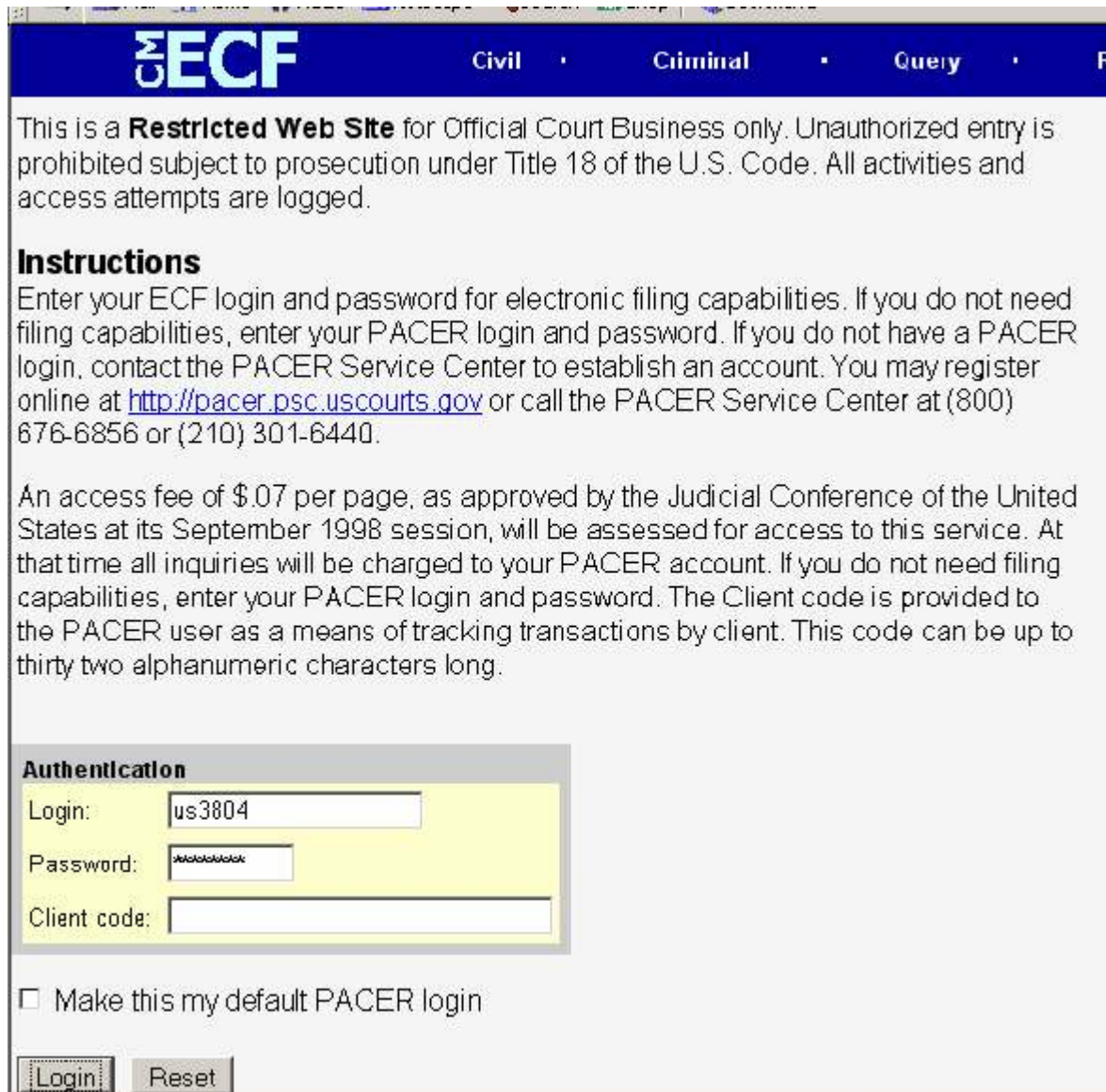
- a. Only counsel of record may access documents in criminal cases

- b. Ex parte or sealed documents should NOT be filed over the internet and should, instead, be filed in the traditional manner, in paper.



6. *Query*

Query allows you to view information on a specific case, to search for specific party or attorney names or find cases that fall within specific parameters. To access this feature, you will be prompted for your PACER login and password.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, and R. Below the navigation bar is a warning message: "This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged." This is followed by an "Instructions" section explaining the login process and providing contact information for the PACER Service Center. Below the instructions is an "Authentication" section with three input fields: "Login:" (containing "us3804"), "Password:" (containing masked characters), and "Client code:" (empty). There is a checkbox labeled "Make this my default PACER login" and two buttons at the bottom: "Login" and "Reset".

ECF Civil • Criminal • Query • R

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions

Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. At that time all inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

☐ Make this my default PACER login

Once logged in, your search options are: (1) by case number; (2) by filed or entered date; (3) by nature of suit; or (4) by name for parties or attorneys.

The screenshot shows a search interface with a yellow background. At the top, there is a text input field for "Case Number" containing "3-03-cv-55555" and a hint "(Examples: 99-500, 1:99cv500)". Below this is a section labeled "or search by" with three options: "Filed Date" (with two date input fields and a "to" separator), "Last Entry Date" (with two date input fields and a "to" separator), and "Nature of Suit" (with a dropdown menu showing "0 (zero)", "110 (Insurance)", and "120 (Contract: Marine)"). Another "or search by" section follows, with "Last Name" (input field with hint "(Examples: Desoto, Des~t)"), "First Name" (input field), "Middle Name" (input field), and "Type" (dropdown menu). At the bottom are two buttons: "Run Query" and "Clear".

For example, we will search for the case 03-55555. Once the search criteria is entered, the following screen will be displayed:

ECF Civil • Criminal • Query • Reports • Utilities

3:03-cv-55555-GLG Sotis v. US Postal Service
Gerard L. Goettel, presiding
Joan G. Margolis, referral
Date filed: 09/17/2003 **Date of last filing:** 10/29/2003

Query

- [Alias](#)
- [Associated Cases](#)
- [Attorney](#)
- [Case Summary](#)
- [Deadlines/Hearings...](#)
- [Docket Report...](#)
- [Filers](#)
- [History/Documents...](#)
- [Party](#)
- [Related Transactions...](#)
- [Status](#)

- a. Alias: displays any aliases attached to any party (e.g., d/b/a, f/k/a, etc.)
- b. Associated cases: displays if there are any consolidated cases
- c. Attorney: displays each attorney and the party represented

Netscape Search Shop Bookmarks

Civil Criminal Query Reports Utilities

3:03-cv-55555-OLG Sotis v. US Postal Service
 Gerard L. Goettel, presiding
 Joan G. Margolis, referral
Date filed: 09/17/2003 **Date of last filing:** 10/26/2003

Attorneys

Victoria Minor
 141 Church Street
 New Haven, CT 06510
 vmatty03@yahoo.com
 Assigned: 09/17/2003
 LEAD ATTORNEY
 ATTORNEY TO BE NOTICED

representing **Patricia Sotis**
 (Plaintiff)

- d. Case Summary: displays basic statistical information on the case without docket entries
- e. Deadlines/Hearings: displays any deadlines or hearings, pending or terminated
- f. Docket Report: displays the docket sheet

ECF		
Civil Criminal Query Reports Utilities ECF		
Filing Date	#	Docket Text
09/17/2003	1	COMPLAINT against US Postal Service (Filing fee \$ 150 receipt number H10466), filed by Patricia Sotis.(Minor, V.) (Entered: 10/22/2003)
09/17/2003	2	Summons issued as to US Postal Service. (Minor, V.) (Entered: 10/22/2003)
09/17/2003	3	Order on Pretrial Deadlines; Motions to Dismiss due on 12/17/03. Amended Pleadings due by 11/17/2003. Discovery due by 3/18/2004. Dispositive Motions due by 4/17/2004. Signed by Judge Gerard L. Goettel on 9/17/03. (Minor, V.) (Entered: 10/22/2003)

- g. Filers: by clicking on a selected party, displays documents filed by the selected party and provides a link to the underlying docket text.

Civil • Criminal • Query • Reports • Utilities

3:03-cv-55555-GLG Sotis v. US Postal Service
 Gerard L. Goettel, presiding
 Joan G. Margolis, referral
Date filed: 09/17/2003 **Date of last filing:** 10/26/2003

Filers

Name	Type	Added	Terminated
Patricia Sotis	Plaintiff	09/17/2003	
US Postal Service	Defendant	09/17/2003	

Civil • Criminal • Query • Reports • Utilities

3:03-cv-55555-GLG Sotis v. US Postal Service
 Gerard L. Goettel, presiding
 Joan G. Margolis, referral
Date filed: 09/17/2003 **Date of last filing:** 10/29/2003

Filer Patricia Sotis

Doc. No.	Event Name	Filed
1	● Complaint	09/17/2003
7	● Motion to Compel	10/26/2003
9	● Motion to Compel	10/29/2003

- h. History/Documents: displays the basic docket entries with links to specific docket text

ECF		
3:03-cv-55555-GLG Sotis v. US Postal Service Gerard L. Goettel, presiding Joan G. Margolis, referral Date filed: 09/17/2003 Date of last filing: 10/26/2003		
History		
Doc. No.	Dates	Description
–	Filed: 09/17/2003 Entered: 10/22/2003	Summons Issued
		<i>Docket Text:</i> Summons issued as to US Postal Service. (Minor, V.)
1	Filed: 09/17/2003 Entered: 10/22/2003	Complaint
		<i>Docket Text:</i> COMPLAINT against US Postal Service (Filing fee \$ 150 receipt number H10486), filed by Patricia Sotis (Minor, V.)
2	Filed: 09/17/2003 Entered: 10/22/2003	Order on Pretrial Deadlines
		<i>Docket Text:</i> Order on Pretrial Deadlines: Motions to Dismiss due on 12/17/03. Amended Pleadings due by 11/17/2003. Discovery due by 3/16/2004. Dispositive Motions due by 4/17/2004. Signed by Judge Gerard L. Goettel on 9/17/03. (Minor, V.)
3	Filed: 10/01/2003 Entered: 10/23/2003 Terminated: 10/04/2003	Motion to Appoint Counsel

- i. Party: displays the parties and attorneys

Civil • Criminal • Query • Reports • Utilities		
3:03-cv-55555-GLG Sotis v. US Postal Service Gerard L. Goettel, presiding Joan G. Margolis, referral Date filed: 09/17/2003 Date of last filing: 10/26/2003		
Parties		
Patricia Sotis Added: 09/17/2003 (Plaintiff)	represented by	Victoria Minor 141 Church Street New Haven, CT 06510 ymatty03@yahoo.com Assigned: 09/17/03 LEAD ATTORNEY ATTORNEY TO BE NOTICED
US Postal Service Added: 09/17/2003 (Defendant)		

- j. **Related Transactions:** displays transactions that have been linked (e.g., motion, memo in support, memo in opposition, order on motion)

<div> <div>ECF</div> <div> Civil Criminal Orders Reports Utilities Logout </div> </div>			
8:03-cv-55555-GLG Sottil v. US Postal Service Gerard L. Goettel, presiding Joan G. Margolis, referral Date filed: 09/17/2003 Date of last filing: 10/28/2003			
Related Transactions			
<i>Note: Each selected transaction in this case is shown below in a box with any other transactions to which it is related.</i>			
Doc. No.	Event Name	Event Filed	Event Terminated
1	Complaint	09/17/2003	
2	Order on Pretrial Deadlines	09/17/2003	
	Summons issued	09/17/2003	
4	Order Referring Motion	10/02/2003	
3	Motion to Appoint Counsel	10/01/2003	10/04/2003
6	Order on Motion to Appoint Counsel	10/04/2003	
3	Motion to Appoint Counsel	10/01/2003	10/04/2003

- k. **Status:** displays any pending status of the case

7. **Reports**

This option allows you to generate lists of civil cases, criminal cases, docket sheets or judgments.



Search criteria include nature of suit, case flags, cause of action, filed date range or terminal digit. At least one selection criteria must be entered.

Once the criteria are selected, run the report and the following type of screen will appear:

<div>  <div> Civil • Criminal • Query • Reports • Utilities </div> </div>				
Civil Cases Report				
U.S. District Court – District of Connecticut				
Filed Report Period: 01/01/2003 - 10/26/2003				
Case Number/ Title	Date Filed/ Reopened/ Added	Date Closed/ Reclosed	Days Pending	Notes
3:97-cv-00011-GLG Sotis v. US Postal Service	Filed: 09/17/2003		39	Cause: Family & Medical Leave Act NOS: Civil Rights: Jobs Office: New Haven President: Gerard L. Goettel Referral: Holly B. Fitzsimmons Jury demand: None Case Flags: MOTREF HBF
3:03-cv-00001-GLG Sotis v. US Postal Service	Filed: 09/17/2003		39	Cause: Family & Medical Leave Act NOS: Civil Rights: Jobs Office: New Haven President: Gerard L. Goettel Jury demand: None
3:03-cv-00002-JBA USA v. Triumph et al	Filed: 04/17/2003		192	Cause: 28:1345 USA Plaintiff NOS: Forfeiture/Penalty: Other Office: New Haven President: Janet B. Arterton Jury demand: None
3:03-cv-00003-DMS	Filed: 05/14/2003		459	Cause: 28:1345 Defendant Defendant

Once at the report screen, if more information on a particular case is needed, clicking on the hyperlink will take you to the case's docket sheet. If there are electronic documents on the case, they may be accessed, provided there are no restrictions (i.e., documents are sealed, in criminal cases in which you are not counsel of record, etc.)

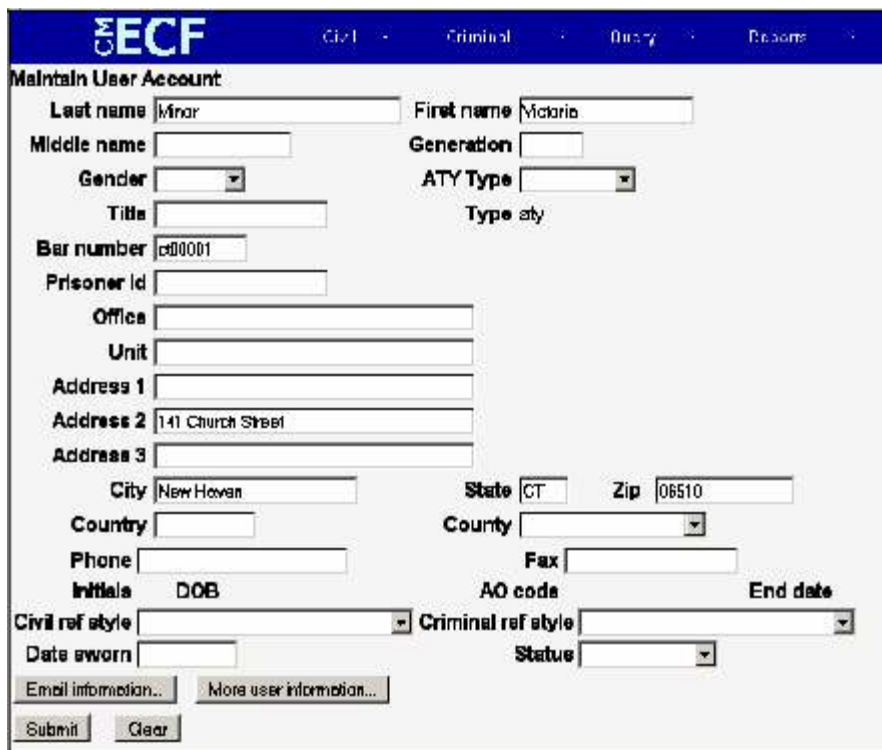
8. *Utilities*

This menu allows a user to manage his or her account and view various logs and billing information. When accessing this feature, the following screen will display:



The screenshot shows the ECF Utilities page. The header is blue with the ECF logo and navigation links for Civil and Criminal. The main content area is titled "Utilities" and contains two columns of links. The left column, titled "Your Account", includes links for ECF Login, Maintain Your Account, View Your Transaction Log, Change Client Code, Change Your PACER Login, Review Billing History, and Show PACER Account. The right column, titled "Miscellaneous", includes links for Legal Research... and Mailings... and a link for Verify a Document.

a. Maintain Your Account:



The screenshot shows the "Maintain User Account" form. The header is blue with the ECF logo and navigation links for Civil, Criminal, Query, and Reports. The form contains various input fields for user information. The "Last name" field is filled with "Minor" and the "First name" field is filled with "Marian". The "Middle name" field is empty. The "Generation" field is empty. The "Gender" field is a dropdown menu. The "ATY Type" field is a dropdown menu. The "Title" field is empty. The "Type sty" field is empty. The "Bar number" field is filled with "cd0001". The "Prisoner id" field is empty. The "Office" field is empty. The "Unit" field is empty. The "Address 1" field is empty. The "Address 2" field is filled with "141 Church Street". The "Address 3" field is empty. The "City" field is filled with "New Haven". The "State" field is filled with "CT". The "Zip" field is filled with "06510". The "Country" field is empty. The "County" field is a dropdown menu. The "Phone" field is empty. The "Fax" field is empty. The "Initials" field is filled with "DOB". The "AO code" field is empty. The "End date" field is empty. The "Civil ref style" field is a dropdown menu. The "Criminal ref style" field is a dropdown menu. The "Date sworn" field is empty. The "Status" field is a dropdown menu. There are two buttons at the bottom: "Email information..." and "More user information...". There are also "Submit" and "Clear" buttons at the bottom.

ECF Civil • Criminal • Query • Reports •

E-mail information for Victoria Minor

Primary e-mail address

Send the notices specified below

☒ to my primary e-mail address

☒ to these additional addresses

☒ Send notices in cases in which I am involved

☒ Send notices in these additional cases

☐ Send a notice for each filing

☒ Send a Daily Summary Report

Format notices ☒ html format for Netscape or ISP e-mail service

☐ text format for cc:Mail, GroupWise, other e-mail service

Users are permitted to change address and telephone information. By clicking on the “Email information. . .” button, users may update primary email addresses, select additional addresses at which activity notices may be received and elect to receive email of activity in selected cases in which the user is not counsel of record.

Upon returning to the account screen, by clicking on the “Maintain user information. . .” button, users may update password access to the system. It is recommended that users change their passwords upon receiving an assigned login and initial password from the court.

This screen will also provide information on the person ID number, the group to which the user is assigned, if the user is registered, the last login date, the current login date

and time, the date the login was created and if applicable, the date the login was updated. Login names should NOT be changed.

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top is a blue header with the ECF logo and navigation links for Civil, Criminal, and Query. Below the header, the page title is "More User Information for Victoria Minor". The form contains the following fields and values:

Login	000001	Last login	10-23-2003 17:23
Password	XXXXXXXXXX	Current login	10-26-2003 17:23
Prid	201162	Create date	10/23/2003
Registered Y		Update date	10/23/2003
Groups	Attorney		

At the bottom of the form are two buttons: "Return to Account screen" and "Clear".

Click on the "Return to Account screen" button, then on the "submit" button at the bottom of the screen, to confirm the changes to the user profile. Once submitted, the following message will display:

The screenshot shows the ECF system's confirmation message after a user profile update. The message is displayed on a light gray background with a blue header. The text of the message is as follows:

Updating person record...
Update Person Prid: 201162
The update was successful.... prid 201162 - Victoria Minor
Updating user record
The user update was successful
Participant records were not altered.
Set up automatic e-mail notification complete for Victoria Minor
Send Notification in all cases for which you represent a party = on
Send Notification to primary e-mail address = off
Case list
[3:03-cv-10162-JBA USA v. Triumph et al](#)
E-mail notice of electronic filings for selected cases= on
Summary e-mail = on
Primary e-mail Address: NULL
Additional e-mail Address:
victoria_minon@ctd.uscourts.gov
Formatting of notices = HTML (Internet e-mail)
User edit complete

b. ***View Transaction Log***

This report will list, chronologically, transactions in the system under the user's login and password. If you suspect that your login and password are being used without your permission, please notify the Clerk's Office immediately.

9. ***Exiting the System***

You must click on the "Logout" button first before closing your browser. If you close your browser (by clicking on the "x" in the upper right corner or by using the drop-down option on the "File" menu) and you do not log off properly, even though your browser is closed, the system will continue to log your user id and password as in active use.

10. ***System Security***

Attorneys are responsible for appropriate and authorized use of logins and passwords. Every effort should be made to protect the security of your logins and passwords and to prevent their unauthorized distribution and use.

11. ***User's Manual***

This user's manual is also available, in PDF format, on the court's CM/ECF website. You may view and/or print this manual at any time.

12. ***Policies and Procedures Manual***

The Policies and Procedures for CM/ECF, as adopted and approved by the Court, is available on-line, in PDF format, on the court's website. Users are strongly encouraged to view and print this document as it provides guidance on various filing issues for both civil and criminal cases. The manual, in conjunction with the local rules, is the governing document for electronic filing in this district.

13. *On-Line Support*

On-line support is available from the court website via email. To leave a message for the help desk, email CMECF@ctd.uscourts.gov. The email should be as specific as possible and must include:

- a. Your name
- b. Telephone number where you can be reached during the day
- c. Your return email address
- d. A detailed description of the question or problem

14. *Hardware and Software Requirements*

Successful participation in the ECF project requires:

- a. A connection to the Internet
- b. Adobe Acrobat
- c. Netscape Navigator 3.02 or higher or Internet Explorer 5.0 or higher

15. *Scanning or Imaging Documents into PDF format for E-filing*

For most documents, your word processing system can create and generate the PDF versions required for filing. Documents created in this manner are smaller and more efficient sized files and are preferred for e-filing over the Internet. However, there are instances when files must be scanned into images and converted to PDF files for e-filing. When this occurs, please use the following guidelines:

- a. Each file may not exceed 1.5 MB
- b. Scan everything to black and white
- c. Select the lowest possible resolution (preferably 200 bit)
- d. Split larger documents into smaller increments
- e. Open the scanned file to be sure it is readable; if it is not, rescan the document until it is
- f. Verify the scanned document has the correct number of pages

- g. Once verified, save the file as a PDF file, using the following naming convention: [case number][name of document]; For Example: 03cv55555ExhPart1; 03cv55555ExhPart2, etc.
- h. Do not use dashes (-), slashes (/), spaces or any other special characters in the document name

If a document cannot be scanned into PDF format, attach a ***Notice of Manual Filing*** to the main document, indicating that part of the filing is electronic and part of the filing is in paper.

- i. If submitting documents on disk to the court, in lieu of filing over the Internet, please use one disk per case number. Do not mingle filings from different cases on the same computer disk.